

PLEASE POST

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COUNTY OF KAUAI
DEPARTMENT OF PERSONNEL SERVICES
MO'IKEHA BUILDING
4444 Rice Street, Suite 140
LIHU'E, KAUAI, HAWAII 96766
Telephone (808) 241-6595 • Fax (808) 241-6593

ANNOUNCES
EXAMINATION TO ESTABLISH ELIGIBLE LISTS

Eligible lists may be used for temporary and permanent vacancies for the class of work during the life of the eligible list.
Temporary appointments may lead to conversion to permanent employment.

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CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

PLANNING INSPECTOR I

Examination Numbers:

201-94 Open - Includes all interested individuals including members of the general public.

Starting Salary: \$2,201.00 per month (SR-16).

Duties Summary: Inspects sites, buildings, and structures for compliance with zoning, land use and subdivision codes, approved plans, specifications, and policies; investigates complaints and alleged violations for non-conformance to proper codes; and performs other related duties as required.

Minimum Requirements: Qualifying work experiences are credited based on a 40-hour work week.

- 1- A combination of training and experience substantially equivalent to graduation from high school and
- 2- three (3) years of inspectional or investigative work experience, one (1) of which shall have been in building, zoning, or related code enforcement inspectional work; and/or three(3) years of drafting experience dealing with zoning and subdivision codes and some experience in inspectional or investigative work.

License Requirement:

- 1- Possession of a valid Hawaii State Motor Vehicle Operator's license, (Type 3).

Required Forms and Documentation:

- 1- Supplement to application for Planning Inspector I
- 2- Evidence of a valid Hawaii State Motor Vehicle Operator's license.*

***Present or attach a copy of the same at time of filing application.**

Examination: This examination may consist of a written test, training and experience evaluation and/or any other accepted examining techniques. ***Be certain to list all pertinent training and experience as this may be important in determining your examination score in a training and experience evaluation.*** Candidates may be examined for the knowledge of laws, rules and regulations pertaining to zoning, subdivisions and signs; inspectional and investigative methods and techniques; legal procedures involved in enforcing zoning and subdivision ordinances and rules and regulations; the ability to inspect sites, buildings and structures and signs, and render decisions in conformity with ordinances, rules and regulations; interpret and explain laws, ordinances, rules, regulations, and policies pertaining to County planning activities; read and interpret plans and specifications, zoning ordinances, subdivision rules and regulations, and interpret and apply them to specific cases; gather, analyze, and evaluate facts; give testimony in hearing and in court; prepare clear and concise reports; deal tactfully and effectively with the public.

HOW TO APPLY Return all completed forms to the County of Kauai, Department of Personnel Services, 4444 Rice Street, Ste. 140, Lihue, HI 96766, (808) 241-6595, Text Relay (hearing impaired) users 643-8833. **Your application may be rejected if the required documentation as identified above, under "Required Forms and Documentation" is not submitted at the time of application.**

NOTE: Persons selected for employment are required to pass a pre-employment physical at their own expense, and a drug screening test.

AN EQUAL OPPORTUNITY EMPLOYER
See Back for Additional Requirements

Name: _____

SUPPLEMENT TO THE APPLICATION FOR PLANNING INSPECTOR I

In addition to the data on your applications, the information on this form will be used to ensure that you receive the maximum credit to which you are entitled. Be sure to include **EACH** relevant position. Complete a **SEPARATE** form for each position. **YOU MAY DUPLICATE THIS FORM OR ATTACH PLAIN SHEETS OF PAPER IF MORE SPACE IS NEEDED.**

*****For each position where you are claiming qualifying work experience, please provide the following information:

- A. Do you have three (3) years of inspectional or investigative work experience? _____
- B. Name of employer: _____
- C. Describe the types of inspectional or investigative duties you performed. Did this work include one (1) year in building, zoning or related code enforcement? _____

- D. The dates you were involved in performing inspectional or investigative duties. (from and to, **MONTH** and year).
- E. For this employer, give the average number of hours you spent per week performing the above duties. Use your best estimate.
- F. Do you have three (3) years of drafting experience dealing with zoning and subdivision codes? _____ Please describe your duties and the percentage of time performing these duties.

- G. Do you possess a Bachelor's degree in architecture or engineering from an accredited college? _____ If yes, field of study? _____
- H. Do you possess an Associate's degree in architecture, engineering or a related field from an accredited technical or community college? _____ If yes, field of study? _____

I hereby certify that all statements in this form are true and correct, to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the County of Kauai Civil Service.

I further request and authorize the employer, his agent and/or contact person named herein to furnish verification of the statements made herein and/or employment information as requested by the Department of Personnel Services of the County of Kauai.

Date _____ Signature _____